

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1142 **TITLE:** DIRECTOR OF PARK AUTHORITY **GRADE:** E-13

DEFINITION:

Under the direction of the County's Park Authority Board, leads the county's park system in the areas of administration, land acquisition, planning, design & development, construction project management, maintenance, recreational programming and operation of all land, facilities and services. Develops and executes policy; formulates regulations and procedures, maintains official documentation to ensure proper stewardship and management of all land owned by the Park Authority. Develops and implements strategic plans and vision elements; collaborates and partners with constituents, stakeholders and government leaders in meeting Agency goals and mission elements. Ensures program services and facilities meet community needs and are appropriately promoted and financially supported. Oversees the Fairfax Park Foundation, Inc., developing partnerships, sponsorships, advertising and fundraising to supplement Park Authority funding. Executes fiduciary management responsibility over self-generated revenue funds, tax funds, general obligation bond funds and revenue bond funds and debt service. Provides leadership and staff support for development and execution of Park Bond referenda to generate funding for new park development and for the maintenance and renovation of existing facilities.

TYPICAL TASKS:

Designs and implements long term strategic, park and land use, programming, community outreach, natural and cultural resource and communications plans;
Administers and develops policy, financial and business related plans for Park Authority operations, programs and services;
Prepares, researches and reviews items and agendas and matters for the Park Authority Board
Represents the Authority before federal, state and local legislative and organizational bodies;
Represents the Authority with community and stakeholder groups, collaborates with partners and other county entities in meeting goals.
Manages and has fiduciary responsibility for self-generated revenue, tax, general obligation and revenue bond funds and debt service.
Provides leadership in park planning, design and capital construction.
Provides leadership in delivering quality programs, services and facilities.
Provides leadership in the preservation and stewardship of the county's natural and cultural resources.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of modern principles and practices of park administration;
Extensive knowledge of the development, construction and maintenance activity related to parks;
Extensive knowledge of the principles and practices of community based services, programs, and the ability to apply them appropriately;
Thorough knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in overseeing a variety of services;

Knowledge of Federal, State, and County laws and regulations affecting park services, and the ability to interpret and apply them correctly;

Ability to communicate clearly and concisely, orally and in writing;

Ability to establish and maintain effective working relationships with subordinates, coworkers, County officials, public- and private-sector organizations, community groups, and the public;

Ability to solicit input and gain support from a broad spectrum of stakeholders, including Parks management, staff and the Park Authority Board, other Fairfax County agencies, citizens, special interest groups, county executive management and board of supervisors;

Ability to perceive organizational and political realities, and to effectively drive strategy through complex political situations;

Ability to build commitment at all levels of the organization to the goals, values and strategies of the department and the County;

Ability to recognize, foster and develop technical and leadership ability in subordinates;

Ability to link agency and system wide strategic thinking and priorities with division specific operational plans;

Ability to demonstrate a high degree of maturity, integrity, and good judgment.

EMPLOYMENT STANDARDS:

Graduation from a four-year college or university and six years of executive leadership experience in a complex public or private sector organization.

REVISED:

June 26, 2013

REGRADE:

May 23, 2013

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